

Approved For Release 2002/05/07 : CIA-RDP92-00455R000300090004-0

DD/A 78-1378/29

31 OCT 1978

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training


FROM : John F. Blake
Deputy Director for Administration

SUBJECT : FY-79 Uniform Promotion System

REFERENCE : Memo frm DD/A to DDA Office Directors
(No. 1378/26), dtd 17 Oct 78, Same Subj.

1. This memorandum rescinds referent memorandum.
2. The DDCI has approved the Directorate minimum promotion target for FY-79. The totals by grade were the subject of DDA Administrative Notice No. 78-12. Additionally, each Sub-group should publish its individual minimum plan as soon as possible as reflected in Phase I of the FY-79 Annual Personnel Plan (APP).
3. The Uniform Promotion System requires that a centralized mechanism be established to track promotions within the DDA as we proceed through FY-79. To that end it is requested that effective immediately your Admin/Personnel Staffs provide the DDA/CMO with an alpha listing of promotions to be effected on each uniform promotion date. The alpha listing must reach the CMO at least concurrent with, but hopefully before the promotion action reaches the Office of Personnel. While the DDA is not in a position to review promotion recommendations from a substantive standpoint, he is responsible to assure that all policies involved with the Uniform Promotion System are followed. The Career Management Officer for the DDA will verify information on the alpha listing and forward a signed copy to the Office of Personnel as authority to proceed with the requested promotions.

STATINTL


John F. Blake

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MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
MG Career Management Officer

FROM : Michael J. Malanick
Associate Deputy Director for Administration


SUBJECT : Uniform Promotion System

REFERENCE : Memo frm D/Pers to DD/A, DD/NFA, DD/O,
DD/S&T, & Chmn, E Car Ser Bd, dtd
16 Oct 78, Same Subj.

1. Reference announced the policy whereby the effective date of a promotion may be delayed up to 90 days to take advantage of an upcoming within-grade increase. When such a situation occurs, it will be Directorate policy to consult with the affected employee who will have the option for either promotion on the uniform date or delay of the promotion pending the within grade increase.

2. We feel the employee should be involved in the decision due to the amount of time potentially involved. There are likely to be employees who feel that the additional time-in-grade and actually getting the promotion in hand may offset the value of waiting for a within grade increase.

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Michael J. Malanick

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